



# **HEADQUARTERS POLICY FLASH**

**POLICY FLASH 2005 - 09**

DATE: November 17, 2004  
TO: Procurement Directors  
FROM: Office of Procurement and Assistance Policy, ME-61  
Office of Procurement and Assistance Management

SUBJECT: **Updated Guidance on Project Management and the Earned Value Management System**

SUMMARY: Recently, increased emphasis has been placed on the effective management of projects across the Federal Government and at DOE in particular. The the project management tools currently contained in DOE O 413.3, "Program and Project Management for the Acquisition of Capital Assets"

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provide an excellent means to ensure that DOE contracts and projects are properly managed.

This Policy Flash transmits summary information regarding revisions to the DOE Acquisition Guide on project management requirements including the Earned Value Management System.

- a. Chapter 1, "Project Management," of the Reference Book for Contract Administrators has been updated in its entirety to include recent guidance on Project Management and on the Earned Value Management System (EVMS) in particular. The Reference Book for Contract Administrators is attached to Chapter 70.7, Contract Administration," of the DOE Acquisition Guide.
- b. Chapter 42.5, "Contract Management Planning," of the DOE Acquisition Guide has been revised to update guidance on the project management requirements of DOE Order 413.3 and to provide additional guidance in the use of EVMS in Contract Management Plans.

Additionally, overview training on EVMS and its impact on procurement processes will be provided during the next fiscal quarter.

Questions concerning the guidance changes in this Flash should be directed to Ms. Irma Brown, of the Contract Administration Division (ME-622), on (202) 287-1374.



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cc:  
PPAG Members